

CITY OF CORAL SPRINGS ADMINISTRATIVE POLICY MANUAL	
CHAPTER: 06 HUMAN RESOURCES POLICIES SECTION: 02 HIRING POLICIES SUBJECT: 04 RECRUITMENT AND SELECTIONS	POLICY #: 06.02.04
	OFFICE/DEPARTMENT: PERSONNEL
	EFFECTIVE DATE: 03/31/89
	CITY MANAGER: Edwin Eddy
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POLICY

The City of Coral Springs recognizes that recruitment efforts are required in order to hire employees. All regular status employees shall be hired in accordance with City policies and administrative operating procedures. Vacant positions shall be filled in the best interests of the City through recruitment, selection, and promotion of employees on the basis of their qualifications and relative knowledge, abilities, and skills.

PROVISIONS

1. All employees vested with the authority to recommend employment, termination, or any other personnel action shall share responsibility for nondiscriminatory implementation of this policy.
2. Although each department is responsible for activities conducted regarding recruitments, interviews, tentative selections, and recommendations for appointment, the Human Resources Department shall be actively engaged to provide support services within its capacity to any department requesting assistance.
3. Until all necessary authorizations have been obtained and the respective actual offer of employment, all proposed employment discussions are to be considered non-obligatory, exploratory, and tentative in nature and should be indicated as such to the applicant. Any offers of employment made to an individual prior to obtaining all necessary authorizations shall not be binding on the City.
4. Under no circumstances shall a Department Director utilize the service of an Employment Agency to fill a temporary or regular vacancy unless prior written authorization from the Director of Human Resources and concurrence from the Director of Financial Management have been obtained.
5. Administrative operating procedures as determined by the

Director of Human Resources for this policy shall be applicable. Procedures may be amended by the Director of Human Resources from time to time as appropriate.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior policies or procedures regarding this subject.

PROCEDURE

A. APPLICATIONS AND INTERVIEWS

1. Once Human Resources has officially announced a job vacancy through the posting of a Job Bulletin, an official recruitment has begun. Recruitments may be withdrawn via written notification to the Director of Human Resources from the Department Director. The Department Director or a designated employee may work directly with Human Resources for assistance and guidance in conducting an effective recruitment for each vacancy that occurs within their department.
2. Individuals desiring consideration for employment must submit an Application for Employment form or a resume to the Human Resources Department. Employees are encouraged to submit applications for promotional opportunities. All applicants submitting a resume and granted further consideration shall complete an Application for Employment at some point during the employment process.
3. Applications must be signed and certified by the applicant in order to be granted consideration. Falsification of any part of the Application for Employment or any related documents may upon discovery, lead to denial of an application or dismissal of the employee. Incomplete applications may not be accepted or processed.
4. All applications and resumes received by departments must be forwarded to Human Resources.
5. Applications for employment are accepted by the Human Resources Department even when there are no current vacancies for a specified position. Applications will be kept on file for a period of two (2) years after receipt.
6. When a vacancy occurs, previously submitted applications and resumes on file in Human Resources may be considered in addition to all new applications and resumes received until the established closing date or until the vacancy is filled.
7. Certain classifications may require applicable testing prior to being given consideration. Human Resources

will administer tests required and ensure that passing scores are attained prior to forwarding an application to a department for consideration.

8. The Human Resources Department will refer original or photocopied applications and resumes received prior to the established closing date for a vacancy to the department for consideration.
9. Upon receipt of the applications, the department should:
 - a. Review and evaluate all applications and resumes based on but not limited to relative qualifications, knowledge, abilities, skills, education, experience, and certifications or licenses required in accordance with current class specifications. Veterans Preference will be given in compliance with current legislation.
 - b. In order for an applicant to be given further consideration, minimum requirements of that class specification must be met. Departments are responsible for this aspect of selection.
 - c. Prepare an interview schedule and conduct interviews. Human Resources may assist in scheduling, contacting, or co-interviewing of applicants at the request of the department.
 - d. Determine who is most suitable for further consideration and proceed with additional interviews, if necessary.
 - e. Prior to recommendation for employment, the department should determine that the applicant pool was sufficient. A tentative recommendation may be construed as a positive determination.
 - f. Prior to any offer or other similar indication of employment, all necessary steps as outlined in Section B must be satisfied.

B. SELECTION, REFERENCE CHECKS AND THE RECOMMENDATION PROCESS

1. Once the interview process has revealed suitable applicants, the reference checks and screening steps should begin. Departments should return those applications desired for reference checks and screening to Human Resources. If a Closing Date has been established, then positions shall only be filled by applicants who applied prior to that established date.
2. Human Resources will coordinate additional form completion with the applicant and will coordinate and conduct reference checks. Academic degrees, previous employers, character references, and all information

provided on the Application for Employment will be subject to verification as needed. In conformance with federal privacy laws relating to applicant references, information gathered during reference checks and screening steps shall be treated in a confidential manner.

3. Once the results of reference checks and screenings appear satisfactory, the department will be so notified in order that further consideration may continue.
4. The department may then recommend an applicant for employment and the proper forms can be submitted to Human Resources for processing. If the Department Director proposes a salary which exceeds the minimum of the position's pay range, written justification must be included for consideration of the salary.
5. Upon receipt of a recommendation for employment, a pre-employment physical for the applicant is then scheduled. Medical examinations must be satisfactorily passed to determine fitness to perform the duties of the position. Medical exams are not an indication of pending employment but rather are an indication that applicants are under consideration.
6. After acceptance of an applicant's physical examination results, the Director of Human Resources may authorize or concur with the recommendation of employment based upon Delegation of Authority, provided by the City Manager.
7. It is the City's intent to employ the most qualified applicant best suited for the position.
8. The department will be notified once employment authorization is obtained. An offer of employment can then be made verbally by the department to the applicant.

C. EMPLOYMENT ACCEPTANCE

1. Employment acceptance must be made by the applicant within five (5) work days of the department's employment offer. If employment acceptance is declined, the department may consider another applicant from the recruitment's applicant pool, or the department may choose to begin a new recruitment. Employment Procedures shall be followed in either case.
2. Human Resources must be notified by the department of the tentative hire date. Employee orientation will then be scheduled. New employees must provide proof of work eligibility and verification of identity to the City in accordance with current legislation (IRCA/1986). Human Resources will process the necessary employee paperwork to Financial Management for payroll purposes.
3. The department should acquaint the new employee with

departmental procedures and rules. A basic department orientation to explain the supervisory levels relative to the employee, sick leave call-in procedures, reporting times, lunch breaks, uniform, safety shoes, or other items of information relevant to the new employee is encouraged.

4. Applicants or employees may be required at any time to recertify or update their application or other records submitted during the employment process at the discretion of the Human Resources Department.